Position Title: Development Office Analyst

Contract Length: 12M

Date: 01/29/18

Date of Last Revision: 08/26/19

Job Code: AD0895
SAP 30008726

Pay Grade: 26

FLSA Exemption Status: NE

Job Family – Administration

Job Summary
Under general supervision, the Development Office Analyst is responsible for creating and updating the department’s donor database, tracking grant activities, ensuring general compliance, and supporting fundraising activities. This analyst also works with the Development Director to support liaison activities between the district and HISD Foundation.

Major Duties & Responsibilities

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<th>List most important duties first</th>
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<td>1. Implements and supports the donor information system for the district. Works to continually update the business requirements of this system and provide training to key stakeholders.</td>
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<td>2. Reviews and monitors policies and procedures relating to the capture and use of the department’s donor information.</td>
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<td>3. Performs accounting-based duties for the department and supports the Development Director in the liaison work between the district and HISD Foundation.</td>
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<td>4. Supports the Development office in identifying new funding prospects and disseminating information to campus departments, schools and other stakeholders.</td>
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<td>5. Performs other job-related duties as assigned.</td>
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**EDUCATION**  
Bachelor's Degree

**WORK EXPERIENCE**  
1-3 years

**TYPE OF SKILL AND/OR REQUIRED LICENSING/CERTIFICATION**  
Microsoft Office  
Office equipment (e.g., computer, copier)  
Experience working in a fundraising capacity and/or donor relations

**LEADERSHIP/SUPERVISORY RESPONSIBILITIES**  
No supervisory or direct people management responsibilities. May provide occasional work guidance, technical advice, and training to staff.

**WORK COMPLEXITY/INDEPENDENT JUDGMENT**  
Work involves the application of moderately complex procedures and tasks that are quite varied. Independent judgment is often required to select and apply the most appropriate of available resources. Ongoing supervision is provided on an "as needed" basis.

**BUDGET AUTHORITY**  
Compiles and organizes data and figures.

**PROBLEM SOLVING**  
Decisions are made on both routine and non-routine matters with some latitude but are still subject to approval. Job is occasionally expected to recommend new solutions to problems and improve existing methods or generate new ideas.

**IMPACT OF DECISIONS**  
Decisions have moderate impact to the facility/department or division, causing increased satisfaction or dissatisfaction; producing efficiencies or delays; promoting or inhibiting personal intellectual or professional development; and/or contributing to financial gain or expense. Errors may be serious, usually not subject to direct verification or check, causing losses such as improper cost calculations, overpayment or improper utilization of labor, materials or equipment. Effect usually confined to the organization itself and is short term.

**COMMUNICATION/INTERACTIONS**  
Information sharing – gives and receives information such as options, technical direction, instructions and reporting results. Interactions are mostly with customers, own supervisor and coworkers in own and other departments.

**CUSTOMER RELATIONSHIPS**  
Takes routine or required customer actions to meet customer needs. Responds promptly and accurately to customer complaints, inquiries and requests for information, and coordinates appropriate follow-up. May handle escalated issues passed on from coworkers or subordinates.

**WORKING/ENVIRONMENTAL CONDITIONS**  
Work is normally performed in a typical interior work environment which does not subject the employee to any hazardous or unpleasant elements.  
Ability to carry and/or lift less than 15 pounds.